



# Somerset SMBA

## Rules and Constitution Updated 16<sup>th</sup> August 2021

### 1. TITLE

The Association shall be called the Somerset Short Mat Bowling Association (SSMBA).

### 2. OBJECT

- a) To promote, foster and regulate the short mat bowls game in Somerset under the umbrella rules and structures set out by the governing body, the English Short Mat Bowling Association (ESMBA).
- b) To arrange and organise County Competitions and other competitions deemed necessary by the SSMBA.
- c) To collate all Open Competitions which are taking place within the County of Somerset and bring them to the attention of its members.
- d) To act at all times in the best interests of the game, its members and affiliated clubs and, where necessary, to resolve any disputes arising.

### 3. MEMBERSHIP

SSMBA membership shall be open to all members of clubs operating in the county of Somerset and others in the neighbouring counties, on agreement of their geographical county association.

Membership is open to all and shall not be refused on the grounds of age, gender, sexual orientation, race or disability etc. (protected characteristics).

All affiliated clubs of the association must submit a copy of their constitution confirming that they do not refuse membership of their club on the grounds of any of the protected characteristics. They will continue to operate such a policy throughout their membership of the association.

Affiliated clubs shall be required to keep an updated list of their affiliated members and to forward a copy to the SSMBA Membership Secretary to collate.

The SSMBA shall be an affiliated full voting member of the ESMBA and under their rules individual players must be affiliated via one club only.

A hard copy list of all affiliated clubs and club contacts will be made available to all affiliated clubs and will be published on the SSMBA website.

Non-affiliated clubs or bowlers will be encouraged to join the Association.



# Somerset SMBA

## Rules and Constitution Updated 16<sup>th</sup> August 2021

Application for affiliation by any club, new or established, must be submitted in writing to the SSMBA Secretary providing the following:

- Full name of the club
- Copy of their constitution and rules
- Secretary name, address, telephone number and e-mail address (if available)
- Map showing the location of the club playing premises (home venue) with full postal address

Any changes to these details must be notified to the SSMBA Secretary to ensure accurate records are maintained.

The SSMBA will reserve the right to make verification of the club by:

- Visiting the home venue
- Approving the constitution
- Checking insurance cover

Personal accident cover is only available to members affiliated to ESMBA via SSMBA.

The SSMBA may appoint Honorary or Life members in recognition of special services to the game or to the Association.

#### 4. FEES AND SUBSCRIPTIONS

- a) Each club shall pay a yearly subscription, subject to their membership numbers, (which includes ESMBA registration). This subscription shall be payable to the Association on or before the **1<sup>st</sup> September** each year.
- b) The individual membership fee due to SSMBA will be determined at the Annual General Meeting of the Association.
- c) Any **CLUB or MEMBER** failing to pay subscriptions or fees due shall **forfeit all rights and privileges** of membership until the whole of the arrears have been paid.
- d) The SSMBA shall **pay all** the player membership fees due to ESMBA.



# Somerset SMBA

## Rules and Constitution Updated 16<sup>th</sup> August 2021

### 5. REGISTRATION OF PLAYERS

A full list of registered players shall be forwarded to the Membership secretary on or before **1<sup>st</sup> September** of each year, with supplementary lists forwarded as new members are registered. Only registered players shall be eligible to enter county competitions.

The registration year will start from the **1<sup>st</sup> September** of each year.

### 6. FINANCIAL YEAR

All monies collected in the business of the Association shall be passed to the Treasurer for accounting purposes and then deposited into the assigned bank/building society account (approved by the SSMBA).

Bills submitted for payment must be accompanied by receipts to be checked and processed.

There shall be three designated signatories (non-related). Cheques drawn on the association account(s) shall be signed by any two of the signatories.

On dissolution of the association all accounted monies and equipment held will be distributed amongst affiliated clubs of the Somerset association.

The SSMBA financial year will end on **30th April** each year.

### 7. ADMINISTRATION

The affairs of the Association shall be conducted by a Management Committee that will consist of:

|   |                      |                      |           |
|---|----------------------|----------------------|-----------|
| CHAIRMAN  | VICE CHAIRMAN        | SECRETARY            | TREASURER |
| COMPETITION SECRETARY   | MEMBERSHIP SECRETARY | COUNTY SQUAD MANAGER |           |
| ONE MEMBER FROM EACH OF THE DISTRICT COUNCIL AREAS: Sedgemoor, Mendip, South Somerset, Taunton Deane and West Somerset. |                      |                      |           |

All of whom have been elected at the previous AGM or EGM called for such a purpose, with the exception of the county squad manager who is appointed.

**Note:** Each Officer of the Association is responsible for keeping to the guidelines of the job description for their position.



# Somerset SMBA

## Rules and Constitution Updated 16<sup>th</sup> August 2021

The Management Committee of the Association will nominate a nonexecutive/ex-officio Honorary President to serve for a three-year term to undertake representative signatory duties in the affairs of the Association.

- a) A Quorum shall consist of **six committee members**, two of which must be officers attending a meeting and eligible to vote.
- b) The Management Committee shall have the power to set up sub-committees at any time to deal with specific matters.
- c) Each member of the Management Committee shall have one vote, except the Chairman who shall have a casting vote if necessary at **all** meetings.
- d) The officers of the Association shall act as an emergency committee when necessary. All decisions made shall be reported to the next Management Committee meeting for approval and ratification.
- e) The management committee shall have the power to submit notices of motions and make recommendations to the Annual General Meeting.
- f) The management Committee shall have the power to fill any vacancy arising among its Officers during the year.
- g) The Management Committee and any Sub-Committee shall meet as often as the business of the Association requires. The Secretary, after consultation with the Chairman, may call a Management Committee meeting whenever circumstances warrant it. Fourteen days notice of any meeting shall be given by the Secretary to all those entitled to attend.
- h) **All Officers and Members of the Management Committee shall resign at the AGM** but are all eligible for re-election.
- i) The committee may **co-opt up to two persons** on to the committee as and when required in order to carry out a particular task or role.
- j) The committee shall appoint an Independent Examiner of the accounts.
- k) All members of the SSMBA Management Committee must be registered with the SSMBA and the ESMBA for their appointed term.

### **8. ANNUAL GENERAL MEETING AND OTHER GENERAL MEETINGS**

- a) The Annual General Meeting at which the Officers and Members of the Management Committee are elected shall be held no later than **31<sup>st</sup> August** each year for the following purposes:
  - o To receive the Chairmans report
  - o To receive the Secretarys report
  - o To receive the Treasurers report
  - o To receive the county team Managers report
  - o To receive the Competition Secretarys report
  - o To receive the Membership Secretarys report



# Somerset SMBA

## Rules and Constitution Updated 16<sup>th</sup> August 2021

- To elect the Officers and Members of the Management Committee for the following year
  - To determine the membership fees of the Association
  - To receive, discuss and vote on any notice of motion, rule change or amendment of the Constitution which has been received in writing in accordance with procedures.
- b) Twenty-eight days written notice shall be given to each club in registration of the Association when the AGM or Special General Meeting is required.  
Notification of the AGM shall be accompanied by an Agenda, copy of the Accounts, plus any notices of motions or proposals, Rule/ Constitutional changes and Officers' reports.
- c) The Treasurer shall supply the Secretary with Independently Examined Accounts **42 days** before the AGM.
- d) That all proposals, motions or constitutional changes to the AGM should be sent in writing to the secretary by **1<sup>st</sup> June** and have both a proposer and seconder who must be registered members of SSMBA.
- e) At the AGM each affiliate club shall be entitled to one vote and the majority vote of the meeting shall carry. The Chairman shall have the casting vote if necessary.
- f) Special General Meetings may be called by the Management Committee or on the request of a minimum of 25% of the number of clubs in registration for that year.
- g) The notices calling for such a meeting shall specify the purpose for which it is called and no other business shall be transacted at the meeting.
- h) All persons who attend the SSMBA Annual General Meeting or Special General Meeting must be registered with SSMBA and ESMBA. Persons not registered may in certain circumstances be invited to attend the AGM or SGM if specifically invited to do so by the SSMBA committee.

### 9. POWERS OF THE MANAGEMENT COMMITTEE

- a) The Management Committee shall have the power to **suspend any club or member** in breach of these rules or if in the opinion of the committee they have brought the game of Short Mat Bowls into disrepute.
- b) The Management Committee shall abide by ESMBA or SMBA disciplinary procedures set out in section 11.
- c) Any affiliated club or member has the right of representation at a hearing called by the association relating to actions by said club or member that are considered by the association committee as a breach of rules or of bringing the game into disrepute.



# Somerset SMBA

## Rules and Constitution Updated 16<sup>th</sup> August 2021

### 10. RULES FOR THE OPERATION OF THE COUNTY SQUAD

- a) The County Squad Manager shall have an automatic right to be on the Association committee and have full voting rights.
- b) Members of the current squad may nominate others for the post of County Squad Manager. All nominations must be seconded by one other registered person. All nominations to be passed to the County Management Committee. The County Management Committee or their appointed sub-committee, which must include county players in its number, will interview candidates. The County Management Committee will appoint the County Squad Manager.
- c) The term of office for a County Squad Manager shall be 3 years from the date of appointment. The incumbent County Squad Manager may stand for re-appointment.
- d) The County Squad Manager will appoint an Assistant Manager prior to the start of the playing season and any other persons as he/she feels is required to assist in the running of the squad.
- e) The selection of the County Squad shall be decided by a committee made up of the County Squad Manager, Assistant Manager, and two other members selected by the County Squad Manager if he/she wishes.
- f) All clubs in membership of SSMBA should be given the opportunity to nominate a person for County Squad Manager.
- g) County colours should only be worn by players when representing SSMBA in competitions.

### 11. DISCIPLINARY

To ensure openness, transparency and fairness, a disciplinary procedure must be activated by the receipt of a formal complaint or an allegation of misconduct or breach of rules (within the rules of the game or constitution).

SSMBA will formally follow ESMBA disciplinary and appeals procedures and activate in the first instance a disciplinary/disputes sub-committee who will conform to the ESMBA disciplinary/disputes procedures. The Somerset Management Committee will appoint a sub-committee of no less than 3 independent members of the association and minute taker. The sub-committee will report their findings, which are final, to the Somerset Management Committee.

Any appeal against the final decision should be made to the ESMBA in writing within 21 days of receipt of the decision.



# Somerset SMBA

Rules and Constitution Updated 16<sup>th</sup> August 2021

## **12. ELIGIBILITY**

No person with any commercial interest in Short Mat Bowls shall be eligible to serve on any committee of the Association.

## **13. CHILD AND VULNERABLE ADULTS PROTECTION POLICY**

The policy provided by the ESMBA will be adhered to and adopted by SSMBA.

The SSMBA shall appoint a child and vulnerable adult Protection Officer at the AGM. Where appropriate, said Officer will attend courses recommended and provided by legally appointed bodies for such a role with their costs covered by the SSMBA.

Revised August 2021